

# Paid Lunch Equity Reporting



# Requirement

- ▶ SFAs who offer NSLP must:
  - Report most frequently charged Paid-Lunch Price in each category based on October reimbursement claim.
  - Elementary, Middle/Junior High, and High school levels
  - SFAs will receive error message after logging into online claiming website until PLE Report is submitted
  - On April 1, non-compliant SFAs will have claims withheld until report is submitted

# How to Reach the PLE Form

- ▶ <http://dpi.wi.gov/fns/online.html>
- ▶ Drag over Online Services Log-in (like Child Nutrition Reports)
- ▶ Click 'Paid Lunch Equity Reporting'

The screenshot displays the Wisconsin Department of Public Instruction website. The header includes the department's logo and navigation links: Home, News, Visitor, Data, Topics, and a Search bar. A left sidebar contains a 'DPI Menu' with links to Superintendent's Page, Divisions & Teams, Directories, AskAway, Food and Nutrition, 2010 Child Nutrition Reauthorization, CACFP Memos, Eligibility Manual for School Meals, Free & Reduced Apps, Getting Started Resource - SNP, Personnel Directory, and Program Statistics. The main content area is titled 'Wisconsin Child Nutrition Programs Online Services'. It features several buttons: 'Online Services Log-in' (circled in blue), 'USDA Foods Ordering System', and 'Verification Summary Report'. Below these, a list of reports is shown: 'Contracts and Claims', 'School Programs Annual Financial Report', 'School Programs FNS-10 Report', 'School Programs Child Nutrition Report', and 'School Programs Paid Lunch Price Report' (circled in red). A link for 'Assistance with Online Services' is also present. At the bottom, there is a section for the 'Child and Adult Care Food Program (CACFP)' with links to Manuals / Instructions, Forms, Training / Webcasts, and Contracts. A note under Contracts states: 'Please download and read the CACFP Internet Application Manual prior to'.

# Accessing PLE Reporting

- ▶ SNT Program → Click Other Services



- ▶ Then just click Paid Lunch Price Reporting



# PLE Reporting Form

[School Nutrition Program](#) [Logout](#)

[School Nutrition Program >](#) [Other Services >](#) [Paid Lunch Price Reporting >](#)

**School Food Authority Paid Lunch Price Reporting  
By Each Group of Students**

55-5555 Wisconsin School District

According to Subsection 12(p) of the National School Lunch Act (NSLA) and 7 CFR 210.14(e)(7), SFAs must report their most frequently charged paid student lunch prices, each year, to the Department of Public Instruction (DPI) in each of the following categories: elementary, middle/junior high, and high school. Upon receipt, DPI must then consolidate these prices and report them to the United States Department of Agriculture (USDA).

**Determining the Most Frequently Charged Price:**  
SFAs must report the most frequently charged paid student lunch price established in each grade level category (elementary, middle/junior high school, high school) based on October NSLP reimbursement claims. If multiple prices are charged in any category, SFAs should report the price charged for the majority of paid reimbursable lunches claimed in October. Thus, if meal prices for elementary students within an SFA are set at \$1.50, \$1.60, and \$1.75 and the total number of paid lunches for the elementary category claimed in October was 1,000--the SFA would need to identify the number of lunches claimed at each price. For example, if 650 paid student lunches were purchased at \$1.50, 200 were purchased at \$1.60, and 150 were purchased at \$1.75, the most frequently charged price in the SFA for the elementary category would be \$1.50, as the majority of paid lunches claimed in October, at the elementary grade levels, were charged at that price.

SFAs with no students in one or more of the above grade level categories must select N/A as appropriate. SFAs that do not charge for paid student lunches must enter 0.00 in any or all grade level categories, as applicable. SFAs with some schools that do not charge for lunches (i.e. Provision 2 schools, select schools within the SFA that are non-pricing, etc.), would report the most frequently charged lunch price(s) only in the grade level categories of those schools that do charge for paid lunches.

**SFA Paid Reimbursable Lunch Price Charges by each Category for School Year 2011-2012**

Elementary Most Frequently Paid Price	\$	<input type="text"/>	<input type="button" value="v"/>
Middle/Junior High Most Frequently Paid Price	\$	<input type="text"/>	<input type="button" value="v"/>
High Most Frequently Paid Price	\$	<input type="text"/>	<input type="button" value="v"/>

**Charges Reported By:**

First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Extension	<input type="text"/>
Email	<input type="text"/>

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# Enter the Prices

- ▶ Enter the most frequently charged price for paid lunch students in each category
  - ▶ Required to enter value or change drop-down to N/A!
  - ▶ Error Message for field with 0 **and** N/A: Elementary Most Frequently Paid Price cannot be blank. If your SFA has no students in this category then select 'N/A'. Or, if your SFA does not charge students in this category for paid meals, then enter 0 in the price field. Please see the instruction under "Determining the Most Frequently Charged Price".

SFA Paid Reimbursable Lunch Price Charges by each Category for School Year 2011-2012		
Elementary Most Frequently Paid Price	\$	<input type="text"/> N/A ▼
Middle/Junior High Most Frequently Paid Price	\$	<input type="text" value="1.60"/> ▼
High Most Frequently Paid Price	\$	<input type="text" value="1.70"/> ▼

# Complete Form fields

- ▶ Complete the fields, highlighted below

**School Nutrition Program** [Logout](#)

[School Nutrition Program](#) > [Other Services](#) > [Paid Lunch Price Reporting](#) >

**School Food Authority Paid Lunch Price Reporting  
By Each Group of Students**

55-5555 Wisconsin School District

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**SFA Paid Reimbursable Lunch Price Charges by each Category for School Year 2011-2012**

Elementary Most Frequently Paid Price	\$	<input type="text"/>	N/A
Middle/Junior High Most Frequently Paid Price	\$	<input type="text"/>	
High Most Frequently Paid Price	\$	<input type="text"/>	

**Charges Reported By:**

First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Extension	<input type="text"/>
Email	<input type="text"/>

[Submit](#)

[Home](#)

# Now,


- ▶ You are ready to click 'Submit'

**SFA Paid Reimbursable Lunch Price Charges by each Category for School Year 2011-2012**

Elementary Most Frequently Paid Price	\$	<input type="text"/>	N/A ▼
Middle/Junior High Most Frequently Paid Price	\$	1.60	▼
High Most Frequently Paid Price	\$	1.70	▼

**Charges Reported By:**

First Name	<input type="text" value="Will"/>
Last Name	<input type="text" value="Wisconsin"/>
Phone Number	<input type="text" value="6085555555"/>
Extension	<input type="text"/>
Email	<input type="text" value="will.wisconsin@wisd.k12.us"/>

 Submit

- ▶ You should now be able to resume claiming for monthly reimbursement!



# Finished!

- ▶ You have successfully submitted the Paid Lunch Price Report!
  - You are now free to submit your monthly reimbursement claims